

<b>REQUEST FOR QUOTATIONS (RFQ)</b> (THIS IS NOT AN ORDER)				PAGE OF 1		PAGES 10	
1. RFQ NO.  DCTO-2007-Q-0106		2. DATE ISSUED  August 8, 2007		3. REQUISITION NO.  RQ325142		4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside	
5A. ISSUED BY:  Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 <sup>th</sup> Street N.W., Suite 971 North Washington, D.C. 20001				6. DELIVERY Immediately upon notification of contract award.			
				7. DELIVERY METHOD  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Priscilla Mack, Contract Specialist, Phone (202) 724-5236, fax (202) 727-1679 <a href="mailto:Priscilla.mack@dc.gov">Priscilla.mack@dc.gov</a> Steven Wishod, Contracting Officer, Phone (202) 727-8983 <a href="mailto:Steven.wishod@dc.gov">Steven.wishod@dc.gov</a>				9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, NW, Washington, DC 20001 Attn: Yusuf Acar			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL CERTIFIED LSDBE OFFERORS</b>							
8B. TAX ID NO. OF QUOTER:							
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  2:00 PM, Wednesday, August 22, 2007		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)  11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:					
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>							
<b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and four (4) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 <sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.							
<b>Terms and Conditions:</b> SEE ATTACHED.							
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>							
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)		
	<b>See attached Statement of Work</b>						
0001	Mitigation for Administrative and Physical Security				\$		
TOTAL AMOUNT					\$		
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)			16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)			18. TELEPHONE NO. (Include area code)	

**1. GENERAL TERMS AND CONDITIONS**

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

**2. PERIOD OF PERFORMANCE AND CONTRACT TYPE**

The contract awarded from this solicitation will be a firm fixed price. The period of performance shall be for one year from date of award.

**3. CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Steven H. Wishod, CPPB  
Government of the District of Columbia  
Office of Contracting and Procurement  
Information Technology Group  
441 Fourth St., NW, Suite 971 North  
Washington, DC 20001  
Phone: (202) 727-8983 (direct)  
Fax: (202) 727-1679  
E-mail: [steven.wishod@dc.gov](mailto:steven.wishod@dc.gov)  
Website: [ocp.dc.gov](http://ocp.dc.gov)

**4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

**5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

**6. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR**

- 6.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 6.2 In addition, the Contractor shall:
  - 6.2.1 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
  - 6.2.2 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
  - 6.2.3 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
  - 6.2.4 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.

## **7. INVOICE PAYMENT**

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

**Name:** OCTO Agency CFO  
Accounts Payable Division  
**Address:** 441 4<sup>th</sup> Street, NW  
Suite 930S  
Washington, D.C. 20001  
**Telephone:** (202) 727-2277  
**Fax:** 202-727-1216  
**E-mail:** [octo.accountspayable@dc.gov](mailto:octo.accountspayable@dc.gov)

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.

- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

## 8. QUOTATION SUBMISSION REQUIREMENTS

This section shall be submitted under a separate cover titled **“Technical Quotation”**. The technical portion shall, at a minimum:

- a) Technical quotations should contain an Executive Summary of one (1) page, which give in brief, concise terms, a summation of the quotation. Describe the solution you are proposing and how it meets the District of Columbia Government’s requirements. Outline any alternative proposals with descriptions of options for these proposals.
- b) Describe your process for preparing a HIPAA Security remediation solution for the District of Columbia Government according to the requirements specified in Attachment A – Statement of Work. Focus specifically on the Tasks (Administrative, Physical) requested. Demonstrating clearly and concisely your methodology, project management structure, quality controls, ability, and how you will ensure an acceptable level of performance for the services provided to District of Columbia Government’s.

Ensure that the methodology demonstrates the firm’s ability to implement the remedial efforts necessary to ensure compliance with the HIPAA Security Rule’s, Administrative Safeguards, Physical Safeguards, and Technical Safeguards using existing risk assessment documents.

- c) Demonstrate the firm’s project management ability specifically addressing the areas of communications management, risk management, scope management, resource management, quality management, financial management, customer relationship management, and contract management.
- d) Describe general relevant team member experience providing HIPAA remediation and/or IT security remediation service to organizations similar in size, complexity, and type of environment. Experience should include but is not limited to the following: Drafting and/or Amending Security Policy and Procedures, Development, Amendment, and Testing of Disaster Recovery Plans as well as Selecting, Installing, and Testing, of Security Software/Hardware.
- e) Give an overview of the project implementation team including project leadership and reporting responsibilities. Describe the level and type of ability you can provide. List significant areas of staff certification such as CISSP, PMP, CHPS, CHS, CHSS, CISA, etc. Identify primary contacts for scheduling, contractual, and technical issues. Indicate your proposed staffing for this project. Include technical skill sets. Include the minimum qualifications, to include education, experience, and certification, of each team member resource to be deployed. Attach personnel biographies or resumes for this project. The staffing structure shall consist of a minimum of three information security specialist.

- f) Describe general relevant corporate experience providing HIPAA remediation and/or IT security remediation service to organizations similar in size, complexity, and type of environment. Indicate the number of years your organization has been in existence. Additionally, list your company's core competencies. Include any appropriate certifications, and/or awards that the organization has received in the past three (3) years. List the type and name of the organizations where you have delivered services demonstrating core competencies. **Provide at least three (3) customer references with similar environments.**

## 9. Price Quotation

This section shall be submitted under a separate cover titled **"Price Quotation"**. It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price quotation shall, at a minimum include:

- a) The skill categories, and hourly rate.
- b) Identify the total number of hours and hourly rate for each skill category.
- c) Identify the total price, and include a summary of all items proposed.

## 10. EVALUATION FACTORS

- 10.1 The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

#### 10.1 TECHNICAL CRITERIA (70 POINTS)

##### 10.1.1 Process (Methodology) and Project Management (20 Points)

##### 10.1.2 Staff Qualifications (20 Points)

##### 10.1.3 Experience and Past Performance (20 Points)

##### 10.1.4 Business Organization and Reputation of Company (10 Points)

#### 10.2 PRICE CRITERIA (30 POINTS)

The price evaluation will be objective. The Quoter with the lowest price will receive the maximum price points. All other quotations will receive a proportionately lower total score. The following formula will be used to determine each Quoter's evaluated price score:

$$\frac{\text{Lowest price quotation}}{\text{Price of quotation being evaluated}} \times 30 = \text{Evaluated price score}$$

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the District to exercise them. The District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

**10.3 PREFERENCE POINTS (12 Points)**

**10.4 TOTAL (112 Points)**

**11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**11.1 GENERAL PREFERENCES**

**For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:**

- 11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- 11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.



## **11.2 MAXIMUM PREFERENCE AWARDED**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

## **11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES**

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

## **11.4 VENDOR SUBMISSION FOR PREFERENCES**

**11.4.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

**11.4.1.1** Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

**11.4.1.2** Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

**11.4.2** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001

**11.4.3** All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

## **12. ATTACHMENTS**

Statement of Work (Attachment A)  
Tax Affidavit (Attachment B)

### **13. INSTRUCTIONS**

- 13.1 **Please submit one (1) original and four (4) copies of both the signed technical and price quotations in separately sealed envelopes (one technical and one price) to the Office of Contracting and Procurement, 441 4<sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ. All quotes must be received no later than the date and time stated in block 10 of the RFQ form.**
- 13.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.
- 13.3 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

Technical proposals should contain an Executive Summary of one (1) page, which give in brief, concise terms, and a summation of the proposal. Describe the solution you are proposing and how it meets the District of Columbia Government's requirements. Outline any alternative proposals with descriptions of options for these proposals.

END

## **Attachment A**

### **SCOPE OF WORK**

#### **Mitigation for Administrative and Physical Security**

##### **1. BACKGROUND**

The District of Columbia Government is committed to safeguarding and protecting the confidentiality of the protected health information under its control. This is the premise of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191 enacted by Congress, which includes requirements to govern patient healthcare information privacy and security issues.

In an effort to streamline and standardize the compliance with HIPAA, the District designated itself a Hybrid entity, as defined by HIPAA, including within the Hybrid entity those agencies which process, manipulate, archive, and/or have a significant nexus with protected health information (PHI).

Accordingly, the District of Columbia Government under the Executive Sponsorship of the Office of the Deputy Mayor for Children, Youth, Families, and Elders (“ODMCYFE”), created a Program Management Office (PMO) that was tasked to ensure that the HIPAA requirements are implemented and that the effected District agencies are compliant. The PMO, in its final phase, implementation of the Security Rule requirements as administered by the Office of the Chief Technology Officer (OCTO) for Citywide Information Technology Services (CWITS), completed a risk assessment and risk analysis. These processes provided the agencies which make up the Hybrid entity a snap shot of both their current level of compliance as well as steps necessary to demonstrate/enhance their respective programs level of compliance.

Specific to HIPAA Security compliance management under the Executive Sponsorship of the ODMCYFE, as administered by OCTO/CWITS the District of Columbia Government is hereby requesting the assistance of qualified contractors that will carry out the tasks necessary to ensure the District’s Hybrid entities maintain compliance with the HIPAA Security rule requirements.

##### **2. SCOPE OF WORK**

The District Hybrid consists of the healthcare components of nine agencies and their associate sixteen programs. All of the healthcare components of these nine agencies and their associated programs not including the Medical Assistance Authority (MAA), may be included in this project. The contractor shall assist the agencies in implementing mitigation plans for the full range of HIPAA security standards and specifications for administrative and physical security controls.

### **3. TASKS TO BE PERFORMED:**

- a. Administrative Safeguards - The contractor shall implement remedial plans necessary to ensure the appropriate administrative controls are in place necessary to demonstrate, manage, and maintain security measures to protect electronic protected health information and to manage the conduct of the covered entity's workforce in relation to the protection of that information.
- b. Physical Safeguards – The contractor shall implement the remedial efforts necessary to ensure the appropriate physical controls are in place necessary to demonstrate the physical measures, policies, and procedures to protect a covered entity's electronic information systems and related buildings and equipment, from natural and environmental hazards, and unauthorized intrusion.
- c. The contractor shall address each task separately and submit a proposal which includes remediation efforts for each separate task. The contractors shall address each task as if they were performing remediation for one agency within the Hybrid entity. The contractor shall not attempt to tailor the proposal to any given agency within the Hybrid entity. Additionally, the contractor shall use and document the appropriate NIST guidance that shall be used during the remediation efforts.
- d. The contractor shall provide Task specific costs estimates. These estimates shall be broken out to include the cost of the subtasks needed to complete the Task as identified by the firm.
- e. The contractor shall draft their proposals with the understanding that a formal risk assessment has been conducted for each agency. Additionally, while results may require verification, no additional formal risk assessment will be conducted by the firm.
- f. The contractor shall develop their remediation proposals with the understanding that both required and addressable safeguards remedial efforts may be included.
- g. The contractor shall document where one solution provides mitigation for multiple safeguards.

### **4. DELIVERABLE**

- a. Administrative Safeguards
  - 1. The development of procedures for existing policies.
  - 2. Security incident procedures/response and reporting activities documentation.
  - 3. Contingency planning documentation – data backup, disaster recovery planning, emergency operations mode planning, and testing and revision of the above listed plans.
  - 4. Overall Evaluation of agencies security management program.
- b. Physical Safeguards
  - 1. Workstation Security documentation.
  - 2. Device and Media Control procedures.
  - 3. Facility Security Plan.

**ATTACHMENT B**  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER  
OFFICE OF TAX AND REVENUE



**TAX CERTIFICATION AFFIDAVIT**

**THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.**

**Date:** \_\_\_\_\_

Name of Organization/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

Principal Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Unemployment Insurance Account No.: \_\_\_\_\_

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current	Not Applicable
District: Sales and Use	( )	( )	( )
Employment Withholding	( )	( )	( )
Ball Park Fee	( )	( )	( )
Corporation Franchise	( )	( )	( )
Unincorporated Franchise	( )	( )	( )
Personal Property	( )	( )	( )
Real Property	( )	( )	( )
Individual Income	( )	( )	( )

**The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.**

**This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.**

\_\_\_\_\_  
Signature of Authorizing Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ Month and Year

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_